



COMMUNITY DEVELOPMENT DIVISION  
FREDERICK COUNTY, MARYLAND

*Department of Permits and Inspections*

30 North Market Street • Frederick, Maryland 21701

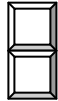
Phone (301) 600-2313 • Fax (301) 600-2309

**BUILDING PERMIT INFORMATION  
RESIDENTIAL ADDITIONS AND ALTERATIONS**

Check each box after verifying that  
requirement is met for submittal.

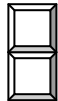
**Submittal Requirements**

Verified by Staff:  
Date:



1. Completed application form for Residential Additions and Alterations, Attachment (A).
2. Two copies of plot plan (plot plans are not required for interior remodeling only). See example, Attachment (B). When at all possible, a legal survey should be used. If a survey is not being used, the plot plan can be drawn by hand. It must be legible and drawn to scale. Plot plan must be on letter or legal size paper, and must include the following:

- |   |  |
|---|--|
| <input type="checkbox"/> All property lines and property line dimensions        | <input type="checkbox"/> Existing well if property is served by well.  |
| <input type="checkbox"/> Square footage or acreage of the property              | <input type="checkbox"/> Existing septic area if property is served by septic  |
| <input type="checkbox"/> Building Restriction Lines (BRL) and utility easements | <input type="checkbox"/> Existing driveway   |
| <input type="checkbox"/> North direction arrow                                  | <input type="checkbox"/> Detailed dimensions of the proposed new construction.   |
| <input type="checkbox"/> Scale of drawing                                       | <input type="checkbox"/> Proposed new construction location with setbacks from the proposed new construction to <u>property lines and/or the nearest structure IN EACH DIRECTION</u> . |
| <input type="checkbox"/> Property Owner name(s)                                 |  |
| <input type="checkbox"/> Street Address of property                             |  |
| <input type="checkbox"/> Existing dwelling and any other existing structures    |  |



3. Two sets of construction plans.
4. Print out from the Maryland Department of Assessments and Taxation Real Property Data website [www.dat.state.md.us](http://www.dat.state.md.us).



5. When a property is within an incorporated town, paperwork from the town is required before a permit application may be submitted. Contact the town for details.



6. Fees are due at the time of application.

Additions

\$ 10.00 Automation Enhancement Fee  
\$ 25.00 Filing Fee  
\$200.00 - 500 SF or less Building Fee  
\$300.00 - 501 to 1500 SF Building Fee  
\$400.00 - More than 1500 SF Building Fee  
\$ 40.00 Zoning Review Fee

Alteration or Conversion

\$ 10.00 Automation Enhancement Fee  
\$ 25.00 Filing Fee  
\$100.00 - 500 SF or less Building Fee  
\$200.00 - 501 SF to 1500 SF Building Fee  
\$300.00 - More than 1500 SF Building Fee  
\$ 40.00 Zoning Review Fee

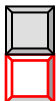
and

\$50.00 Health Review Fee required if property is served by well and/or septic.



Notarized Letter of permission – the owner or licensed contractor must apply unless the applicant has a notarized letter of permission. The notarized letter of permission must be from the land owner, unless the permission is for a permit service to act on behalf of the contractor, and then the letter will be from the contractor giving permission to the permit service to act as an agent on their behalf.

When grading involves the disturbance of 5,000 sq. ft. or more, *or* 100 cubic yards, a grading permit is required, with an \$89.00 Grading Fee and a \$60.00 Soil Conservation Fee.



Incorporated Town: Same, except no Zoning Review fee; no Health Review fee unless indicated.

Walk-Through Permit Fees: Fees are the same as above, except there is no Health Review Fee.

## **Procedures**

### **STEP ONE – APPLY FOR THE PERMIT**

Where to apply: Applications are accepted in the Department of Permits and Inspections.

When Applications Are Accepted: Applications are accepted Monday through Friday, (excluding County holidays) between 8:00am and 3:30pm. To ensure adequate time to complete your submittal, please apply prior to 3:00 pm. Walk-Through Permit applications are accepted between 8:00am and 3:00pm, Monday through Friday.

### **STEP TWO – OBTAIN REVIEW APPROVALS**

During processing, the permit application will be reviewed by various agencies for their approval. It is important that you check status of the application and address any concerns or requests for additional information promptly.

Plan Review Timeframes:

- Walk-Through Permits. When the property is not served by individual well or septic, and the property is not within an incorporated town, the application may be considered for processing as a Walk-Through Permit. Walk-Through Permit applications are accepted, reviewed, and issued within the same day, usually within hours.
- Conventional Permits. When an application is not eligible for walk-through processing, the review timeframe of the application by Plan Review is two weeks for their initial review comments for this type of application.

Agency Review Status: Review timeframes for agencies outside of the Division of Permitting and Development Review may vary. If additional information is requested by any reviewing agency during processing, a notification is mailed to the applicant. Up-to-date review status may also be obtained via the Frederick County Government website [www.FrederickCountyMD.gov/DPDR](http://www.FrederickCountyMD.gov/DPDR).

Permit Issuance:

- Walk-Through Permits. When all reviews are completed, the approved permit packet will be prepared and issued when the applicant returns from obtaining approvals.
- Conventional Permits. The issued permit will be mailed out to the applicant usually within 24 hours of issuance. The issued permit may be held for applicant pick-up if requested.

The issued Building Permit packet will contain the permit copy, the permit placard to post on the property, inspection procedures, and additional information.

### **STEP THREE – OBTAIN INSPECTION APPROVALS**

Inspections: The permit packet will contain valuable information regarding the inspection procedures, as well as one set of the reviewed construction plans to be kept onsite. Please read all information included in the packet when you receive it, so your inspection process goes as smoothly as possible.

Certificate of Completion: The end result of the permitting process is the issuance of the Certificate of Completion. The Certificate of Completion is issued when all final inspections have been approved and the construction has been approved for use. It is mailed to the applicant of the Building Permit.

#### OTHER GENERAL INFORMATION REGARDING BUILDING PERMITS

- All fees must be paid at time of application, by check, cash or credit card. There is a service charge for credit card transactions. Permit fees are calculated for each permit application. Each structure, use or permit type require a separate permit application.
- Building fee is charged according to the square footage. Any increment of a foot is dropped from the measurements.
- Building Permits are non-transferable and non-assignable.
- Electrical and Plumbing Permits are separate permits with separate fees. The licensed person, or a property owner that passes a Homeowner Electrical or Plumbing Exam and is going to do the work applies for these permits.
- Time Limitation of Application: An application for a permit for any proposed work shall be deemed to have been abandoned six months after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the Building Official is authorized to grant 1 or more extensions of time for additional periods up to 1 year each. The fee to extend a permit application or a building permit is the minimum permit fee of \$45.00. Each request to extend a permit shall be made in writing with justification and received *in advance* of expiration date.
- Refunds: Filing fees are non-refundable and non-transferable. In the case of an abandonment or discontinuance of a project that has been made and, upon cancellation, 50 percent of the fee paid, less the minimum fee may be refunded, provided (1) No construction has occurred, and (2) The request for refund is received prior to the expiration date of the permit. The request must be made on a form provided by the County. Revoked, suspended, expired or invalid permits are not eligible for refunds.
- Revisions:
  - Revisions to a permit or application are \$25.00.

#### CONTACTS FOR BUILDING PERMIT APPLICATIONS

General Information .....	301-600-2313
Customer Service Supervisor, Building Permits (processing or fee questions) .....	301-600-1089
Plan Reviewer (for construction plans) .....	301-600-1086
Zoning Reviewer (plot plans, setbacks, use, flood plain, building height) .....	301-600-1143
Environmental Health (well and septic information) .....	301-600-1726
Manager of Permitting Services .....	301-600-1089

FREDERICK COUNTY COMMUNITY DEVELOPMENT DIVISION  
 DEPARTMENT OF PERMITS AND INSPECTIONS  
 30 NORTH MARKET STREET  
 FREDERICK, MARYLAND 21701  
 301-600-2313 INFORMATION

A/P #  
 Process  
 Date:  
 Application Reviewed  
 By (initials):

## Building Permit Application for RESIDENTIAL ADDITION AND/OR ALTERATION

### SECTION I: CONTACT INFORMATION

#### Property Owner

Name(s) of person (s) the construction is for:

Current street address for above person(s):

Town: State: Zip:

Daytime Telephone Number:

#### Permit Service

Name of Permit Service when applicable:

Street (mailing address) :

Town: State: Zip:

Contact Person for Permit Service (Applicant/Contact)  
 Phone #

#### Home Improvement Contractor

Company name:  
 (Contractor must apply when contracted to do the work)

Current street (mailing) address for Contractor:

Town: State: Zip:

MHIC license number: Exp Date:

Contact Person for Contractor:

Contractor Telephone Number: Fax #

Contractor e-mail Address:

### SECTION II: PROPERTY INFORMATION

Current Property Owner(s):

Eight Digit Property Tax ID (account) #

Acreage or Square Footage of Property:

Water Type:

Well ☐  
 Community ☐

Sewer Type:

Septic ☐  
 Community ☐

Property Address of Jobsite:

Town: State: Zip:

Subdivision Name: Lot #

Is Property Within an Incorporated Town?

Yes\* ☐  
 No ☐

\*Town paperwork must be submitted with application.

Is there a roadside tree that will be disturbed or removed due to the proposed construction?(A roadside tree is defined as a plant that has a woody stem or trunk that grows all, or in part, within the right-of-way of a public road.)

Yes ☐ No ☐

#### Walk-Through Permits

When property is served by public water and sewer, *and* property is not within an incorporated town, application may be eligible to be processed as a walk-through permit, if electrical and plumbing permit applications are submitted at the same time as the Building Permit Application.

If you would like to process this application as a walk-through, please check here:  
 Determination will be made by Staff at time of application submittal.

☐

# BUILDING PERMIT APPLICATION FOR ADDITION OR ALTERATION - PAGE TWO OF THREE

**Please Complete All Applicable Fields Below for Addition and/or Alteration**

Cost of Construction: \_\_\_\_\_  
includes electrical, plumbing, labor & materials

Any Electrical Work Involved? Y ☐ N ☐  
Any Plumbing Work Involved? Y ☐ N ☐

Check all proposed work that applies:	Square Footage
<input type="checkbox"/> covered porch	_____
<input type="checkbox"/> screen porch	_____
<input type="checkbox"/> sunroom	_____
<input type="checkbox"/> slab only	_____
<input type="checkbox"/> carport	_____
<input type="checkbox"/> garage	_____
<input type="checkbox"/> finished area	_____
<input type="checkbox"/> unfinished area	_____

## Construction Details

New Basement?: \_\_\_\_\_  
Bsm't. Egress Type: \_\_\_\_\_  
Building Height: \_\_\_\_\_ feet  
# of New Levels: \_\_\_\_\_ include new basement  
# of New Bedrooms: \_\_\_\_\_  
Total # of Bedrooms: \_\_\_\_\_ when completed

Foundation Wall: \_\_\_\_\_  
Exterior Wall Construction: \_\_\_\_\_  
Exterior Wall Covering: \_\_\_\_\_  
Roof Type (Truss or Rafter?): \_\_\_\_\_  
Roof Composition: \_\_\_\_\_  
Interior Wall: \_\_\_\_\_  
Floor Covering: \_\_\_\_\_

For alterations and remodeling, list names of existing rooms to be **converted** to new rooms (if currently unfinished, list Existing as Unfinished). Do not list new room *additions* here.

Existing	convert to	New
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Heating Fuel: \_\_\_\_\_  
Heating System: \_\_\_\_\_  
Central Air Y/N? \_\_\_\_\_  
Chimney Y/N? \_\_\_\_\_  
Fireplace Y/N? \_\_\_\_\_  
Existing Sprinkler? \_\_\_\_\_

Total square footage of **Alterations**: \_\_\_\_\_

If property served by Septic and/or Well, is proposed construction area staked Y/N? \_\_\_\_\_

## Additions

List all new rooms by name:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## Grading Permit Details From Grading Permit

Disturbed Area in Square Feet: \_\_\_\_\_  
Quantity of Cut and/or Fill in Cubic Yards: \_\_\_\_\_

*A minor grading permit is required when quantity of cut and/or fill exceeds 99 cubic yards OR disturbed area exceeds 4,999 square feet.*

Total square footage of **Additions**: \_\_\_\_\_  
Do not include porches, decks, garage, or alterations in addition square footage.

Setbacks to property lines/nearest structure:

Front: <input type="checkbox"/>	Right: <input type="checkbox"/>
Rear: <input type="checkbox"/>	Left: <input type="checkbox"/>

**Any additional information that will aid in the processing of your application:**

SIGNATURE PAGE

IMPORTANT - PLEASE READ CAREFULLY

The Applicant hereby certifies under the penalties of perjury, and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all regulations of Frederick County which are applicable hereto, 4) that he/she will perform no work on the referenced property not specifically described in the application: 5) that he/she knows that this permit does not include electrical or plumbing work: electrical and plumbing work require a separate permit. Any change without approval of the agencies concerned shall constitute sufficient grounds for the disapproval of a permit. The appropriate revision fee shall be charged.

**Permit Application Extension :**

The permit application is valid for 6 months. The fee to extend an application is the minimum fee. The request must be made in writing prior to the expiration date, with justification. Each extension for an application shall not exceed 6 months.

**Properties Served by County Water and Sewer :**

It is the applicant's responsibility to identify and disclose any water and/or sewer utilities or easements, in, on, or near the proposed improvements. Approval of this permit by DUSWM shall not, on behalf of the BOCC, be construed as a modification or amendment of any water or sewer easement nor constitute permission to encroach thereon. Should an encroachment be found in the future, the cost to remedy said encroachment shall be borne by the property owner.

***Building Permits and Applications for Building Permits are non-transferrable and non-assignable.***

\_\_\_\_\_  
*Signature of APPLICANT*

\_\_\_\_\_  
*Please print name*

\_\_\_\_\_  
*Connection with application*

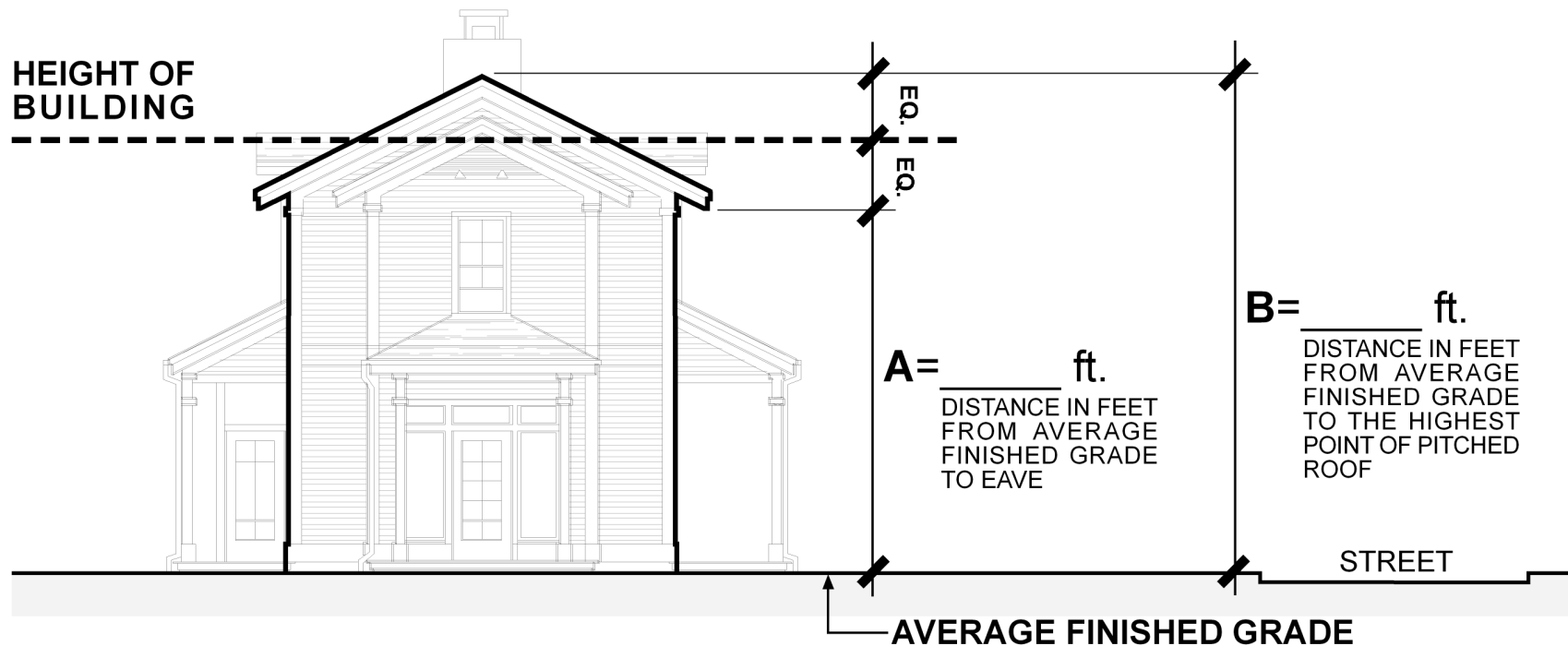


**DIVISION OF PLANNING  
ZONING ADMINISTRATION  
FREDERICK COUNTY, MARYLAND 21701**

12 East Church Street Frederick, MD. 21701 TEL. 301 694-2572 FAX 301 694-2054

## DETERMINING HEIGHT OF BUILDING

The height is measured from the average finished grade ground level along the side of the building nearest the street to either the highest point of a flat roof or to the point one-half the distance between the eaves and the highest point of a pitched roof. (Frederick County Zoning Ordinance Definitions 1-19-04)

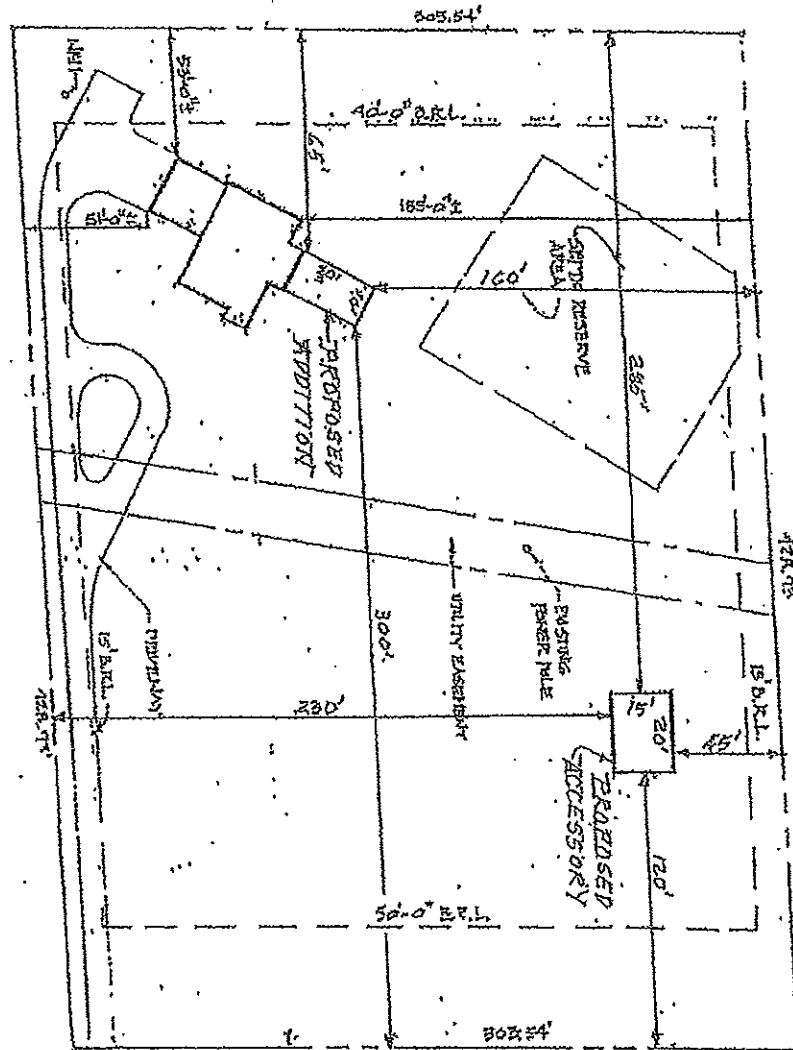


$$\text{HEIGHT OF BUILDING} = A + [(B - A) / 2]$$

$$= \underline{\hspace{2cm}} + [(\underline{\hspace{2cm}} - \underline{\hspace{2cm}}) / 2]$$

**HEIGHT OF BUILDING =**

# SAMPLE PLOT PLAN:



← NAME OF ROAD →

SUBDIVISION NAME:		OWNER/APPLICANT NAME:	DRAWING SCALE:
LOT #:	LOT SIZE:	PROPERTY ADDRESS:	PROPERTY TAX I.D. NO.